

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM**  
**INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Public Health Administration/Office of Public Health Preparedness	
Location of Internship: Lansing	
Intern Supervisor's Name(s): Barbara Bidigare	
Intern Supervisor's Title(s): Special Projects/ASPR Grant Coordinator	
Intern Supervisor's Phone: 517-335-9026	Intern Supervisor's Email: bidigareb3@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Linda Scott

INTERNSHIP SCHEDULE	
Internship Time Period: Summer (May - Aug) - 2012	Internship Hours Requested Per Week: 10-16

PREFERRED EDUCATION		
Major / Minor: Accounting		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: – College-level accounting coursework.		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION	
Internship Title: Financial Compliance Intern	
Intern Responsibilities / Projects: – Assist in the performance of federal subgrantee financial monitoring to evaluate compliance with federal and state contract, program and financial requirements. Assist with preparation for on-site audits of contractors, accompany staff at on-site visits, record review, analyze and summarize results. A significant benefit to the intern will be valuable exposure to federal grant compliance principles.	

APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	<a href="mailto:ChristianS@michigan.gov">ChristianS@michigan.gov</a>
Behavioral Health & Developmental Disabilities	Jan Zwarka	<a href="mailto:ZwarkaJ@michigan.gov">ZwarkaJ@michigan.gov</a>
Medical Services	Trena Larner	<a href="mailto:LarnerT@michigan.gov">LarnerT@michigan.gov</a>
Policy & Planning	Shelly Murrell	<a href="mailto:MurrellS@michigan.gov">MurrellS@michigan.gov</a>
Operations	Nancy Houts	<a href="mailto:HoutsN@michigan.gov">HoutsN@michigan.gov</a>
Other	Shelly Murrell	<a href="mailto:MurrellS@michigan.gov">MurrellS@michigan.gov</a>

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For more information about the Michigan Department of Community Health Internship Program,  
Please visit: [www.michigan.gov/mdch/careers](http://www.michigan.gov/mdch/careers) -click on Internships